

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on January 14, 2016 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: Director Town
Director Taylor
Director Strom
Director Schwab

Manager: Jessie J. Shaffer
Asst. Manager: Randy Gillette
Attorney: Erin Smith
Secretary: Marsha Howland

Visitors: Jackie Burhans - Our Community News
James Howald - Our Community News
Germar Schaefer - Woodmoor Resident
Ken Limes - Country Club at Woodmoor

I. Call to Order:

President Town called the meeting to order at 1:00 p.m.

II. Reading of the Minutes:

Copies of the December 10, 2015 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. It was moved, duly seconded, and unanimously passed that the meeting minutes be approved.

Motion: Upon motion by Director Schwab, and seconded by Director Strom the Board unanimously voted to excuse Director Courrau from the Board Meeting.

III. New Business:

A. Consider Request for Tap Relocation - Country Club at Woodmoor: Shaffer reported that the Country Club at Woodmoor has requested a tap relocation. Shaffer stated that the Country Club has an existing tap that is not being used and they would like to move it to Lot 20 where it is needed.

Motion: Upon motion by Director Taylor, and seconded by Director Strom the Board unanimously voted to approve the County Club at Woodmoor's request for tap relocation.

B. Consider Resolution 16-01 Regarding Elections: Smith stated that Resolution 16-01 sets the upcoming election as a polling place election. Smith reported that WWSD's office would be the appointed polling destination. Smith recommended that the Board approve Resolution 16-01.

Motion: Upon motion by Director Taylor, and seconded by Director Schwab the Board unanimously voted to approve Resolution 16-01.

C. Consider Execution of Agreement and Application with Chase Paymentech for Acquisition of Merchant Processor Agreement: Shaffer reported that one of the 2016 projects WWSD budgeted for is on-line viewing and payment options through the Caselle billing software. Shaffer stated that along with a new module from Caselle, WWSD also needs to acquire services from Express Bill Pay which will provide the actual payment portal for customers to create their own on-line accounts. Shaffer stated that WWSD will also need services from Chase Paymentech to provide the merchants accounts needed for WWSD to accept customer credit cards on-line. Shaffer asked the Board to consider authorizing him to sign the agreements with Direct Bill Pay and Chase Paymentech once Smith has reviewed and approved the legalities of the agreements.

Motion: Upon motion by Director Taylor, and seconded by Director Schwab the Board unanimously voted to authorize District Manager Shaffer to sign agreements with Express Bill Pay and Chase Paymentech, subject to legal review.

IV. **Old Business:** None.

V. **Financial Discussion:**

Director Schwab stated that he had reviewed the financial statements, and everything looks to be on track. It was moved, duly seconded, and unanimously passed that the financial reports be approved.

VI. **Public Discussion:**

A. **Unscheduled People:**

Mr. Schaefer a Woodmoor resident stated that he was concerned about how the sewer rates are calculated. Schaefer stated that he is a part-time resident, and is still paying half of the sewer flat fee when he is gone. Jessie Shaffer explained that if resident water consumption is less than 500 gallons in a month the sewer rate is cut in half. Schaefer asked the Board to consider metering consumption usage instead of a flat rate for the sewer charge. The Board stated that they would look at the sewer rate structure during the 2017 budget process.

VII. **Joint Use Committee Report:**

Strom stated that the construction at TLWWTF is on schedule.

VIII. **Chilcott Ditch Company/ JV Ranch Report:** None.

IX. **Manager's Report:**

Shaffer reviewed the Managers Report dated January 14, 2016, a copy of which is attached hereto.

A. **Collaborative Organizations / Opportunities:**

- i. Pikes Peak Regional Water Authority (PPRWA): Shaffer reported the PPRWA has put together a showing of the film The Great Divide. Shaffer stated that this is an outreach program the PPRWA is embarking on to provide educational opportunities to elected officials and community leaders. Shaffer stated that the showing will be on Monday, February 29, 2016 at 5:30 p.m. It will be held at Centennial Hall. Shaffer asked the Board to let him know if they were interested in attending.

B. Operations: Randy Gillette

- i. **Water Report:** Gillette reported the unaccounted water for the end of the 2015 year was at 6%. Gillette stated that he would like to offer recognition to WWSD operators for a job well done. Gillette stated that WWSD had a water break, and the operators were out from 7:30 p.m. to around 4 a.m. locating and repairing the leak. Gillette stated that a couple of WWSD customers stopped by the office to thank the operators. Gillette reported that WWSD is back in the process of refilling Lake Woodmoor.
- ii. **Well 11 Progress Report:** Gillette reported that Well 11 is out of the ground, and is being tested to figure out what the issue is. Gillette will have more information next month.

C. District Construction/Planning Projects:

- i. **Lake Access Road:** Shaffer stated that the materials are in for the lake access road, and construction will be completed when the weather clears.
- ii. **Lake Boat Ramp:** Shaffer stated the boat ramp will be completed later in 2016.

D. WWSD Subdivision/Development Status Update:

- i. **Dunes at Woodmoor:** Gillette stated that this project is moving forward. They are in the process of flushing their water lines. Gillette reported that the Dunes will probably be ready to apply for conditional acceptance in about six weeks.
- ii. **Village Center Filing 4A:** Gillette reported that Village Center Filing 4A is ready to apply for conditional acceptance.

E. Other Topics:

- i. **1st Quarter "Pipeline" Newsletter:** Shaffer stated that the 1st quarter newsletter has been mailed. Shaffer is looking forward to receiving feedback from Woodmoor residents.
- ii. **2015 Financial Audit:** Shaffer reported that the 2015 financial audit will begin on January 25, 2016.
- iii. **Express Bill Pay:** Shaffer stated that he hopes to have the Express Bill Pay agreement on the agenda next month for consideration.

- iv. **Agri-Operations Foreman Position:** Shaffer stated that he has advertised for the agri-operations foreman position. Shaffer stated that this position will be mainly overseeing the JV Ranch operations in the summer and working with WWSD operations in the winter. The new employee will also take over the ditch rider duties for the Chilcott Ditch Co. Shaffer hopes to have this position filled within the next two weeks.

X. Special Reports and Subjects:

- A. Engineer's Report: None.
- B. Attorney's Report: None.
- C. WIA Meeting Report: None.

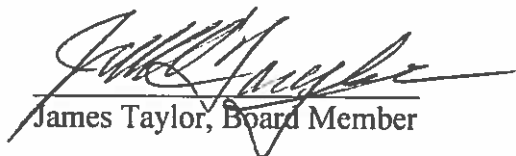
XI. Executive Session:

It was moved, duly seconded, and unanimously approved that the Board move into Executive Session pursuant to: C.R.S. Section 24-6-402: (1) Subsection (b) for a conference with legal counsel for the purpose of receiving legal advice on specific legal questions; all related to the the Joint Use Agreement. Session commenced at 2:11 p.m. The Board returned to Regular Session at 2:21 p.m.

XII. Adjournment:

There being no other business to come before the Board, it was moved and duly seconded that the meeting be adjourned. The motion passed unanimously and the meeting adjourned at 2:23 p.m.

Respectfully Submitted,


James Taylor, Board Member